

COMHELTACWINGPAC
AVIATION MAINTENANCE ADMINISTRATIONMAN OJT SYLLABUS

Name: _____ **Rate:** _____

1. Prerequisite to final certification is supervisor confidence gained through satisfactory task performance. Satisfactory task performance shall be monitored and documented on the individual's OJT syllabus.
2. Qualification entries will be made when an individual is considered fully qualified to perform tasks without supervision. Work center supervisors have qualification certification authority.
3. Qualification, once achieved, is considered current until:
 - a. qualification is removed for cause by command
 - b. individual transfers to another unit.
4. Entries shall have the qualifier's initials and dates; at no time will vertical lines be used between initials and dates. The work center supervisor's initials and dates are mandatory.
5. This syllabus is used to document OJT leading to job task qualification by the work center supervisor. OJT events shall be documented for all related tasks until the trainee is qualified. The work center supervisor may sign off qualification when satisfied the trainee is fully qualified to perform tasks without supervision. This may be accomplished after only one OJT event or it may require many; the decision rests with the work center supervisor. This OJT syllabus is to be maintained in a centralized location accessible to the trainee at all times. Once completed, this form will be filed on the Right Side, Section 3, of the Qualification/Certification Record.
6. The work center supervisor is responsible and accountable for reviewing any member's previous OJT. The work center LPO may conduct a proficiency review with the member. Signature of work center LPO below states that all previous OJT Skill Certifications were reviewed.

Legible Signature of Work Center LPO: _____
Date: _____

OJT/Instructor/Supervisor Sign off Key (print name then sign your initials):

Name: _____	Initials: ____	Name: _____	Initials: ____
Name: _____	Initials: ____	Name: _____	Initials: ____
Name: _____	Initials: ____	Name: _____	Initials: ____

OJT TASK:	QUALIFIER	DATE	SUPERVISOR	DATE
VIDS/MAF, EOO, WORK REQUEST:				
Initiate a "Gain" Inventory Transaction VIDS/MAF (TR Code 00)				
Initiate a "Change in MCRS" Inventory Transaction VIDS/MAF				
Initiate a "Loss" Inventory Transaction VIDS/MAF (TR Code 03)				
Update and publish the Equipment Master Roster (E-00) monthly				
Initiate an Unscheduled VIDS/MAF				
Close out an Unscheduled VIDS/MAF				
Initiate a Work Request VIDS/MAF				
AIRCRAFT DISCREPANCY BOOK/VIDS BOARD/HISTORY FILES:				
Update status board				
Verify Aircraft /Equipment Workload Report				
Explain VIDS/MAF flow for "I" and "O" Level				
Verify an Aircraft Discrepancy Book (ADB)				
Demonstrate proper filing of FCF Checklist				
Demonstrate proper filing procedures for completed Phase Packages				
Demonstrate proper filing procedures for completed Acceptance/Transfer Packages				
Update a status change on a VIDS/MAF				
Perform a daily supply validation				
PLANNED MAINTENANCE SYSTEM:				
Explain the usage of a PMIC Deck				
Initiate a Phase Insp VIDS/MAF				
Initiate a Preservation/De-preservation VIDS/MAF				
Initiate a Special Inspection VIDS/MAF				
Explain the purpose of the Inspection Cycle Base Date				
TECHNICAL MANUALS:				
Define the purpose of NA 00-25-100				
State the two types of Technical Manuals				
Explain the two types of Technical Manuals				
Explain use of NAVSUP 2003				
Explain procedures for the				

OJT TASK:	QUALIFIER	DATE	SUPERVISOR	DATE
handling of classified publications				
Submit a TPDR				
INITIAL OUTFITTING LIST:				
Explain the purpose of an Initial Outfitting List				
Explain how a publication is ordered				
Explain how a Technical Directive is ordered				
Initiate Technical Manual Requisition Follow-Up				
Explain how the Requisition File is updated.				
TECHNICAL LIBRARY:				
Demonstrate how to process the receipt of a maintenance manual				
Perform a work center Technical Publications Library Audit				
Explain how the TPL Program is used/tracked on maintenance manuals				
Explain the purpose of Two/Five Day Tickler File				
Demonstrate proper stamping of basic publications				
Demonstrate proper labeling of binders				
Validate a weekly IRAC Tracker				
Validate a weekly TD Summary				
Process an Incoming TD (NALCOMIS)				
Incorporate Formal Change				
Incorporate Rapid Action Change (RAC)				
Incorporate an IRAC				
INTRODUCTION TO IETM'S:				
Perform an ERAC Incorporation				
Perform a BERAC Incorporation				
Perform PEDD upload				
Perform Laptop upload				
CORRESPONDENCE/FILES/DIRECTIVES/MMP:				
File directives				
File memorandums				
File correspondence				
Purge files				
Format the Monthly Maintenance Plan				
Distribute the Monthly Maintenance Plan				
Create and demonstrate use of a tickler file				

OJT TASK:	QUALIFIER	DATE	SUPERVISOR	DATE
SUBSYSTEM CAPABILITY IMPACT REPORTING (SCIR) :				
Perform end-of-month closeout and reinitiate VIDS/MAF				
Demonstrate how to upgrade/downgrade EOC codes				
Demonstrate the proper use of the Mission Essential Subsystem Matrix (MESM)				
Demonstrate how to compute SCIR gripe life				
Demonstrate proper documentation for aircraft in/out of Ready Reporting Status (RRS)				
TECHNICAL DIRECTIVE STATUS ACCOUNTING (TDSA) :				
Verify TDSA List 02/04				
Update TDAS List 02/04				
Verify/Update Technical Directives Page				
Order required Kits/Parts for TD				
Load TD into NALCOMIS database				
Initiate a TD VIDS/MAF				
AIRCRAFT LOG BOOKS, FORMS AND RECORDS:				
Screen Structural Life Limits				
Screen Monthly Flight Summary				
Screen Inspection Records				
Screen Repair/Rework Record				
Screen Technical Directives				
Screen Miscellaneous History Record				
Screen Inventory Records Section				
Screen Preservation/De-preservation Record				
Screen Explosive Devices Page				
Screen ALSS Record				
Screen AESR Card				
Screen ASR Card				
Screen MSR Card				
Screen EHR Card				
AIRCRAFT-ENGINE MANAGEMENT SYSTEM (AEMS) :				
Submit an Engine Transaction Report (ETR)				
Complete the End of Quarter (EOQ) Report				
AIRCRAFT ACCOUNTING:				
Update "A" Card				
Submit ACFT Accounting Audit Reports (AAAR)				
Prepare X-Rays using NALCOMIS				
Flight Launch Load Landing Report				
ICAPS				

OJT TASK:	QUALIFIER	DATE	SUPERVISOR	DATE
Prepare P&E Request				
SDLM Shortages Report				
SUPPORT EQUIPMENT PMS PROGRAM:				
Review Custody Records (OPNAVINST 4790/51)				
Perform an entry on a SE Custody Record				
Initiate a SE Maintenance VIDS/MAF				
Initiate a SE Inspection VIDS/MAF				
MESSAGES: (SEA DUTY AZ'S ONLY)				
Complete AMRR				
Draft 15 Day feeder				
Change of Location XRAY				
Perform NALCOMIS back-up per shift				
Perform PRE/POST Deployment Tape				
Download on NALCOMIS				
Set up Detachment NALCOMIS System				
Input SMQ's				
Perform AD HOC query				
Update Special Inspection and Phase Inspection MRC's in NALCOMIS				
SCREEN AND PRINT THE FOLLOWING:				
Work Load Reports				
ALSS Reports				
SE PMS				
Aircraft Daily Status Report				
Special Inspection				
Component Removal Due Report				
Screen SE/ACFT/ENG/ALSS Inspection Due				
Perform SRC verification for Phase				
Perform Material Control Functions on NALCOMIS (order parts, complete parts, etc.)				
PERFORM SE PMS FUNCTIONS:				
Build SE Custody Record				
Initiate Acceptance/Transfer Inspection Checklist VIDS/MAF				
Initiate Preservation VIDS/MAF				
Initiate 28 Day wipe-down VIDS/MAF				
Initiate Special Inspection VIDS/MAF				
Initiate Turn-In VIDS/MAF to IMA				
Perform OPNAV 4790/51 Card Entries				

OJT TASK:	QUALIFIER	DATE	SUPERVISOR	DATE
NALCOMIS SYSTEM ADMIN/ANALYST:				
Discuss primary function of analyst				
Define source documents				
Verify/correct daily audit reports				
Explain use of all monthly MDR reports				
Log in as SAMM user				
Perform Database back-up/Logical logs				
Perform full Unix system back-up				
Perform User add/update/delete				
Configure Emulex				
Install Software Release				
Establish Detachment Host				
Print/update monthly SMQ validation				
Prepare AV3M Summary				